

**Student Career Experience Program Agreement**  
**Between**  
**National Energy Technology Laboratory (Agency)**  
**And**  
**(Institution)**  
**and**  
**(Student)**

This agreement describes the mutual understanding between the above parties relating to Federal employment of students in the Student Career Experience Program (SCEP).

A. Purpose of the Student Career Experience Program

The SCEP is a planned, progressive educational program that provides for the integration of students' academic studies and Federal work experience with the potential for noncompetitive conversion into the Federal career service. The SCEP is authorized by 5 CFR Parts 213 and 338.

B. Positions Covered

This agreement applies to students seeking Federal work experience for educational enrichment. The duty location is .

C. NETL Responsibilities

1. Designate a staff member to serve as SCEP Coordinator to maintain liaison with the Institution;
2. Inform the Institution of work experience opportunities and provide adequate job descriptions promptly;
3. Establish work schedules consistent with the Institution's academic calendar that enable students to complete the SCEP;
4. Orient the student to the NETL's mission, policies and procedures;
5. Select appointees referred by the Institution in accordance with EEO principles;
6. Process all personnel actions and keep necessary records related to student employment;
7. Provide quality and progressive work assignments related to the student's academic studies or career goals and which prepare them for occupations in which they have an interest;
8. Conduct appraisals and counsel students regarding their performance, complete necessary forms, and share progress reports with the Institution;
9. Notify the Institution of any change in SCEP student's status.

D. Institution Responsibilities

1. Designate a representative to work with the NETL SCEP Coordinator;
2. Inform eligible student's of SCEP opportunities;
3. Refer interested and qualified candidates to the NETL without discrimination, including veterans discharged under honorable conditions;
4. Coordinate work and study in a manner that will expand the student's educational development;
5. Furnish the NETL requested information related to students' field of study and academic standing;

6. Monitor academic progress;
7. Inform the NETL of any change in a student's status, including reports on student's progress and performance.

#### E. Student Responsibilities

1. Adhere to the NETL's work schedule and SCEP policies and procedures;
2. Assume personal and professional responsibilities for actions and activities;
3. Be courteous, enthusiastic, and professional in performing duties;
4. Meet academic, performance, and conduct standards set forth by the Institution and the NETL;
5. Provide the NETL and the Institution SCEP Coordinators with periodic reports on the quality of work and study assignments;
6. Work effectively with peers and supervisors;
7. Inform the Institution or NETL of any changes in student's academic status.

#### F. Student Eligibility

Students must meet the following conditions to be eligible for this program:

- Be at least 16 years old.
- Be enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and be taking at least a half-time course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.
- Be in good academic standing.
- Be a United States Citizen.

#### G. Nature of Work Assignments

- Students will serve as student-trainees and perform the duties as described by their position descriptions.
- Initially, students will be provided specific tasks assisting senior level personnel.
- As students gain additional skills, they will take on additional responsibilities to perform increasing independent duties that may lead to a permanent position.

#### H. Schedule of Work Assignments and Class Attendance

- Work assignments will support NETL's mission, goals, and objectives.
- Work schedule will accommodate the student's school schedule.
- Work responsibilities will not interfere with academic performance.
- Work schedule may be full-time, part-time, intermittent, or leave-without-pay during classes.
- Work experience must be related to the student's academic and career goals.

#### I. Evaluation Procedures/Requirements for Continuation in the Program

- Students must maintain at least a half-time status as defined by their educational institutions.

- Students will provide the NETL's SCEP Coordinator copies of their grade reports or transcripts after each academic term within 15 days of receipt.
- The NETL supervisor will conduct performance evaluations in accordance with NETL's established Performance Management Program. The NETL SCEP Coordinator will provide the Institution with a copy of the evaluation within 15 days of completion.

#### J. Employment After Completion of Program Requirements

\*CONVERSION IS NOT GUARANTEED AND IS CONTINGENT UPON MANY FACTORS INCLUDING NETL FUNDING, NEED FOR A POSITION, AND THE COMPLETION OF EDUCATION REQUIREMENTS.

- The student may be non-competitively converted to a career-conditional position (permanent position with benefits) within 120 calendar days after satisfactory completion of course requirements for a diploma, certificate, or degree. The 120 calendar days begin after satisfactory completion of course requirements, not after day of graduation.\*
- The student must complete at least 640 hours of career-related work before completion of or concurrently with course requirements.

#### K. Conditions of Agreement

This Agreement does not supersede the Federal Regulations governing the Program. Any changes in the regulations will apply to this agreement. Changes which are not required by new laws or regulations will be made only with mutual consent of the NETL and the Institution. Each party reserves the right to cancel this Agreement upon written notification to the other party at least 30 days prior to the proposed termination.

#### L. Signatures

National Energy Technology Laboratory

Educational Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Student

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date